NAVEDTRA 80239 February 1986 0503-LP-500-1390

Naval Education and

Training Command

Nonresident Training Course (NRTC)



Religious Program Specialist 1 & C

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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NONRESIDENT CAREER COURSE

RELIGIOUS PROGRAM SPECIALIST 1 & C



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NAVEDTRA 80239

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Revised December 1994

Specific Instructions and Errata for the

Nonresident Career Course (Nonresident Training Course)

Religious Program Specialist 1&C

NAVEDTRA 80239

This errata replaces errata #3. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which are obvious to the enrollee and do not affect the student's ability to answer the questions.

Assignment booklet, NAVEDTRA 80239

Delete the following questions and leave the corresponding spaces blank on the answer sheets:

Questions

3-12 through 3-25 4-59 5-12

*See notice below

Rate training Manual/TrainingManual (TRAMAN), NAVEDTRA 10239-A

Page 4-22 to page 4-36: Disregard the information beginning with "NONAPPROPRIATED FUNDS" on page 4-22 to the end of the material before "CHAPEL COUNCILS" on page 4-36. The information on theses pages is not completely accurate and may be misleading. Further information concerning nonappropriated funds may be found in SECNAVINST 7010.6. Questions pertaining to this information have been deleted above.



NONRESIDENT CAREER COURSE

RELIGIOUS PROGRAM SPECIALIST 1 & C

NAVEDTRA 80239

Prepared by the Naval Education and Training Program Development Center, Pensacola, Florida

The text for this course is Religious Program Specialist 1&C, NAVEDTRA 10239-A.

This self-study course is only <u>one</u> part of the total Navy training program. By its very nature it can take you only part of the way to a training goal. Practical experience, schools, selected reading, and YOUR desire to succeed are also necessary to successfully round out a fully meaningful training progam.

Your Nonresident Career Course (NRCC) contains a set of assignments and answer sheets. You participate in the NRCC for credit by reviewing the learning objectives, studying the text, and answering the questions.

In most cases your NRCC will be administered by your command. In special cases, the NRCC will be administered by the Naval Education and Training Program Development Center. Your ESO will determine who administers your course. No matter who administers your course, you can complete it successfully by earning a grade of at least 3.2 on each assignment. If you receive an assignment grade of less than 3.2, you will be required to repeat the assignment on a resubmit answer sheet.

It is recommended that you complete assignments as quickly as possible to derive maximum benefit from the course. You must complete at least one assignment per month to meet the requirements established by the Chief of Naval Education and Training.

After completion of the course, you may keep the RTM and assignments. Return them only in the event you disenroll or otherwise fail to complete the course. Directions for returning the course materials are given on the disenrollment form in the back of this NRCC.

BLACK DOT INFORMATION

A black dot () is used throughout the course to identify supplemental information or instructions for answering certain questions. You should read these black dot entries carefully: they will assist you in answering the questions and/or understanding the material in the text. HOW TO COMPLETE THIS COURSE SUCCESSFULLY

You should study the RTM before attempting to answer the questions in the course. The RTM pages that you study are listed at the beginning of each assignment. Pay close attention to tables and illustrations as they contain information which will help you to understand the text. You should read the learning objectives provided in the text at the beginning of each chapter or topic or in the course preceding each set of questions. The learning objectives tell you what you should be able to do after studying the RTM. Answering the questions correctly should help You accomplish the objectives.

After studying the text, You should be ready to answer the questions in the assignment. Read each question carefully. Select the BEST ANSWER for each question based on your understanding of the content of the RTM. You may discuss difficult points in the course with others. However, the answer you select must be your own.

Using the appropriate answer sheet, write in the proper assignment number. Ensure the heading information is correctly filled out on the conventional answer sheets, which are located in the back of the course. In the case of the Automatic Data Processing answer sheet, be sure that the information is correctly entered in the appropriate spaces.

You are prohibited from referring to or copying the solutions of others and from giving completed solutions or answers to anyone else. Noncompliance can result in suspension from the course by the administering activity and disciplinary action by Commander Naval Military Personnel Command.

WHEN YOUR COURSE IS ADMINISTERED BY YOUR LOCAL COMMAND

As soon as you have finished an assignment, submit the completed answer sheet to your Educational Services Officer for grading. The graded answer sheet will not be returned to you.

After submitting all required answer sheets and achieving at least a 3.2 grade on each assignment, your command will make the necessary entry in your service record, giving you credit for your work. Letters of satisfactory completion are not issued by the Naval Education and Training Program Development Center for command administered courses.

If you are completing this NRCC to become eligible to take the fleetwide advancement examination, be sure to follow a schedule that will enable you to complete all assignments in time. Your schedule should call for the completion of at least one assignment per month.

WHEN YOUR COURSE IS ADMINISTERED BY THE NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER

If you have been enrolled in this course with the Naval Education and Training Program Development Center, your course will be administered through the Automatic Data Processing System (ADP). You have been provided ADP-type answer sheets to submit in lieu of the conventional answer sheets contained in the back of this course. The ADP answer sheets must be used and may not be duplicated.

Your answer sheets will not be returned. However, you will be notified which questions were missed. In the event your score is less than 3.2 for an assignment, you will be sent a resubmit answer sheet to complete.

As you complete each assignment, mail the completed ADP answer sheet to the Naval Education and Training Program Development Center where it will be graded. Make sure all the required information on each ADP answer sheet is filled in. Unless you furnish all the information required, you may not receive credit for your work.

The Naval Education and Training Program Development Center will issue you a letter of satisfactory completion to certify successful completion of the course (or a creditable unit of the course). To receive a course completion letter, follow the directions given on the course completion form in the back of this NRCC.

NOTE: DO NOT USE THE COURSE COM-MENTS PAGE AS THE ENVELOPE FOR RETURNING ANSWER SHEETS OR COURSE MATERIALS.

Envelopes and packing materials for returning answer sheets and course materials should be obtained locally.

RETURN YOUR ADP ANSWER SHEETS TO:

Commanding Officer
Naval Education and Training Program
Development Center, Code 324
Pensacola, FL 32559-5000

Questions concerning the courses administered by NAVEDTRAPRODEVCEN should be referred to the above address or by telephone: AUTOVON 922-1343, FTS 948-1343, or commercial (904) 452-1343.

NAVAL RESERVE RETIREMENT CREDIT

This course is evaluated at 5 Naval Reserve retirement points. These points are creditable to personnel eligible to receive them under current directives governing retirement of Naval Reserve personnel.

COURSE OBJECTIVES

In completing this nonresident career course. You will demonstrate acquired knowledge by correctly answering questions on the following subject matter areas; Religious Ministries in the Navy; Planned Ministry Objectives; office management; naval directives; reports management; Publications; naval communications; equipment management, maintenance management; procurement of services of auxiliary chaplains, contract chaplains, and clergy for occasional ministries; the appointment of lay readers; fiscal budgeting; management of nonappropriated funds; logistics management facilities construction personnel management; programs management: managerial styles; education and training; Religious Education Programs. and

Naval courses may include several types of questions—multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

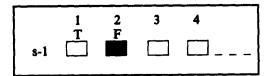
MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-1. Who was the first person appointed secretary of Defense under the National Security Act of 1947?
 - 1. George Marshall
 - 2. James Forrestal
 - 3. Chester Nimitz
 - 4. William Halsey

Indicate in this way on the answer sheet:



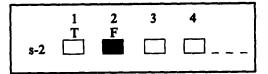
TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.
 - 1. True
 - 2. False

Indicate in this way on the answer sheet:



MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B maybe used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses maybe used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

Indicate in this way on the answer sheet:

- s-3. Damage Control Assistant
- 1. Operations Department
- s-4. CIC Officer
- 2. Engineering Department
- s-5. Disbursing Officer
- 3. Supply Department
- s-6. Communications Officer

	1	2	3	4
s-3	T	F		
s-4				
s-5				
s-6				

Assignment 1

"The Religious Program Specialist." Pages 1-1 through 1-14, and Religious Textbook Assignment: Ministries in the Navy." Pages 2-1 through 2-5.

Learning Objective: Determine important events, personnel, and milestones in the history of the Chaplain Corps and support personnel of the chaplains.

- 1-1. The term "chaplain" comes through legends which have been handed down from generation to generation in what country?
 - 1. Great Britain
 - 2. France 3. Greece 4. Italy
- 1-2. In colonial days, chaplains serving aboard warships awarded each crew member who learned a Psalm what amount of money?
 - 2 pence
 4 pence

 - 3. 6 pence
 - 4. 8 pence
- 1-3. Besides holding divine services, chaplains in the early American Navy were charged with the instruction of midshipmen.
 - 1. True
 - 2. False
- 1-4. According to the second article of Navy Regulation adopted by the Continental Congress on 28 November 1775, commanders of ships were to ensure that divine services were held at least how often?
 - 1. Once a day
 - 2. Twice a day

 - Once a day with a sermon on Sundays
 Twice a day with a sermon on Sundays

- 1-5. According to history, who was the first commissioned chaplain of the United States Navy?
 - 1. Edward Brooks
 - 2. William Balch

 - 3. James Laffey 4. William Austin
- 1-6. All EXCEPT which of the following functions were the responsibility of early Navy chaplains?
 - 1. Reading prayers at stated periods

 - periods
 2. Commanding the crew
 3. Preaching to the crew
 - 4. Instructing midshipmen and volunteers
- 1-7. The approval by a religious body of the United States for a member of the clergy to serve in the Navy Chaplain Corps is referred to as a/an
 - ecclesiastical endorsement
 secular endorsement
 military endorsement

 - 4. associate endorsement

Learning Objective: Determine the organizational structure of the office of the Chief of Chaplains.

- 1-8. The official title "Chief of Chaplains" was established in 1944
 - 1. an order of the President
 - 2. the Joint Chiefs of Staff
 - 3. an Act of Congress
 4. the Chief of Naval
 - the Chief of Naval Operations

- 1-9. Since March 1945, the Navy Chaplain Corps has been headed by a Chief of Chaplains with the rank of Vice Admiral.

 - 2. False
- 1-10. According to the current organizational structure of the Office of the Chief of Chaplains, the organizational code of OP-09GA bears what title?
 - 1. Executive Assistant
 - 2. Administrative Assistant
 - Head, Religious Programs Branch
 - Head, Religious Programs Branch
 Assistant for U.S. Marine Corps (ADDU)
- 1-11. Under the current organizational structure, the title of "Head, Religious Program Specialist Branch" is designated by what code?
 - 1. OP09G24
 - 2. OP09G25

 - 3. OP09G26 4. OP09G27
- 1-12. The religious bodies of America regulate, in part, the use of chapel facilities aboard government installations.
 - 1. True
 - 2. False
- 1-13. Final authority to use chapel facilities for religious, command, or civil activities rests with
 - the leading Religious Program Specialist
 - 2. the command chaplain
 - 3. the public works officer
 - 4. the commanding officer

Learning Objective: Determine the role of the senior chaplain; identify the collateral duties of the chaplain.

- 1-14. Within a command, the ranking (senior) chaplain assigned is usually designated as the
 - 1. head chaplain
 - leading chaplain
 command chaplain
 religious leader

- 1-15. Collateral duties of a chaplain may include the resesponsibility to furnish the commanding officer with information concerning religious practices of foreign countries visited so that proper respect can be rendered.
 - 1. True
 - 2. False
- 1-16. RPs may be assigned by the chaplain to research religious beliefs of foreign countries so that proper respect can be rendered during visits to these countries.
 - 1. True
 - 2. False

Learning Objective: Outline the development of the chaplain's assistant.

- 1-17. The concept of a chaplain's assistant was first presented to the Navy Department in what year?
 - 1799
 - 2. 1812
 - 3. 1863
 - 4. 1878
- 1-18. As originally envisioned, the chaplains assistant was to fulfill which of the following requirements?
 - 1. Be an ordained minister
 - 2. Be eligible to receive a Navy commission
 - Be able to play the organ
 - 4. Each of the above
- 1-19. The recommendation for a chaplains assistant was not adopted in 1878; however, the Secretary of the Navy authorized the adoption of such an assistant 5 years later.
 - 1. True
 - 2. False
- The Specialist (W) rating was established 1-20. in what year?
 - 1. 1883
 - 1911
 1916

 - 1942

- In the specialist (W) rating, the "(W)" had what significance?
 - 1. Stood for welfare

 - Stood for wartime
 Designated Chaplains Corps
 - 4. Designated assistant
- The Specialist (W) rating was to he established for what primary purpose?
 - 1. To help make up for a shortage of chaplains in the Navy
 - 2. To support the chaplains for the duration of WW II only
 - 3. Only for duty aboard ships where chaplains were assigned
 - 4. Only for duty aboard ships where chaplains were not assigned
- 1-23. Who was the first officially designated chaplain's assistant in the history of the Navy?
 - 1. Alfred R. Markin

 - 2. Virgil T. Moore 3. Gilbert D. Arnold
 - 4. W. E. Hendricks

Learning Objective: Specify the requirements which were to be met to qualify as a Specialist (W).

- 1-24. In late June 1942, when the first publicity was given to the new Specialist (W) rating, those interested in qualifying were directed to obtain information from
 - 1. the local Navy recruiter
 - 2. the Naval Training Center, Great Lakes, Illinois
 - the Chief of Chaplains
 - 4. the Bureau of Naval Personnel
- A college education was required for those who wished to qualify for the Specialist (W) rating.
 - 1. True 2. False

- 1-26. All members who qualified for the Specialist (W) rating were expected to meet all EXCEPT which of the following requirements?
 - Be able to play the piano or organ
 - 2. Be able to direct the choir
 - 3. Be willing to serve in any location 4. Be able to serve at
 - leader
- 1-27. In the Navy today, RPs can exercise some of the ministerial functions of a member of the clergy.
 - 1. True
 - 2. False
- 1-28. An accepted candidate for Specialist (W) rating who was 28 years of age would have been designated what paygrade?
 - 1. First class
 - 2. Second class
 - Third class
 - 3. 4. Seaman apprentice
- 1-29. The Bureau of Naval Personnel determined that the Specialist (W) would serve in which of the following locations?
 - 1. Aboard ship

 - 2. At all overseas bases 3. Within limits of the Within limits of the continental United States only
 - 4. At selected overseas bases and within the continental United States
- 1-30. Initially, most of the Specialists (W) received their training in what manner?
 - 1. From Naval Training Centers
 - 2. At the Naval Academy
 - 3. From designated colleges and universities
 - 4. Directly from chaplains
- 1-31. In the Fall of 1942, Specialists (W) were required to
 - take a course of church music indoctrination at Peabody School of Music in Baltimore, Md.
 - 2. receive all of their training at the Naval Training Center, Bainbridge, Md.
 - take an indoctrination course at the Chaplain's School in Norfolk, Va.
 - 4. receive all their training from a group of chaplains specially designated by the Chief of Chaplains

Learning Objective; Review the highlights and the history of the Specialist (W) rating.

- 1-32. Of the 1,455 applicants for the Specialist (W) rating between April 1942 and August 1945, the Bureau of Naval Personnel selected what total number?
 - 1. 411
 - 2. 476
 - 3. 509
 - 588 4.
- 1-33. Who was the first Specialist (W) to be advanced to the rate of chief petty officer?
 - Robert A. Longwood

 - Thomas G. Childers
 Andrew C. Williston
 - Alfred R. Markin
- 1-34. During the entire span of the Specialist (W) rating, only what total number of Specialists (W) were advanced to chief petty officer?
 - 1. 10
 - 2. 20
 - 3. 30
 - 4. 40
- 1-35. What total number of female applicants were selected to serve in the Specialist (W) rating?
 - 1. 38
 - 2. 41
 - 3. 63
 - 4. 70
- 1-36. Who was the first woman to be selected as a Specialist (W)?
 - 1. Naida G. Powers
 - 2. Virginia T. Moore

 - 3. Gail Casto 4. Cynthia L. Imperi

Learning Objective: Determine the roles of the Specialist (W) in the Coast Guard and the Chaplain's Assistant in the Marine Corps.

- 1-37. Who was the first member of the Coast Guard to enter the rating of Specialist
 - Joseph C. Paternoster 1.
 - 2. James M. Price
 - 3. Ronald M. Grose
 - 4. Emil Zemarel
- 1-38. Within the Coast Guard, what total number of (a) males, and (b) females were assigned the rating of Specialist (W)?
 - (a) 15; (b) 7
 - 2. (a) 25; (b) 10
 - (a) 35; (b) 12 3.
 - 4. (a) 45; (b) 15
- 1-39. In February 1942, before the Navy had taken action in regard to Specialists (W), the Marine Corps had established a similiar rating known as
 - 1. Chaplain's Clerk (SSN534)
 - 2. Chaplain's Assistant (SSN534)
 - 3. Chaplain's Specialist (SSN534)
 - 4. Specialist (C)
- 1-40. Who was the first Marine to be assigned to the new Specialist rating?
 - Kenneth S. Jackson
 - 2. Thomas E. Ward
 - 3. Robert Allen Atwood
 - Gilbert Dean Arnold
- 1-41. As in the Marine Corps, the Navy and the Coast Guard announced that the rating established to support the chaplain during World War II would be continued after the conclusion of the war.
 - True
 - 2. False

Learning Objective: Establish the development and history of the Religious Program Specialist Rating; determine the role of the Religious Program Specialist in the CRP.

- 1-42. Beginning in 1948, members of tha Navy were assigned duties in the office of the chaplain. These individuals were selected primarily from what rating?
 - 1. Storekeeper (SK)
 - 2. Machine Accountant (MA)
 - Postal Clerk (PC)
 Personnelman (PN)
- 1-43. Until 1979, personnel of the Yeoman rating who are selected to assist the chaplain were designated as
 - 1. Chaplain's clerk (YN2525)
 - Chaplain's clerk (YN2516)
 Special assistant

 - 4. Specialist (W)
- 1-44. The Religious Program Specialist (RP), was finally established by the Secretary of the Navy on whet date?
 - 29 Feb 44
 - 2. 1 Aug 45
 - 3. 15 Jan 79
 - 1 Jun 80
- 1-45. Religious Program Specialists who meet certain specific requirements may apply for commissioning to
 - 1. Warrant Officer Administration (764X)

 - Warrant Officer Writer (741X)
 Warrant Officer Ship's Clerk (741X)
 - 4. Ship's Secretary (632X)
- 1-46. Religious Program Specialists are limited to performing religious program tasks which do not require ordination or licensing.
 - 1. True
 - 2. False
- 1-47. Religious Program Specialists cannot exercise any of the ministerial functions of a Navy chaplain or member of the clergy.
 - 1. True
 - 2. False

Learning Objective: Determine the tools necessary for the RPs to study and train for duty as support personnel for the Chaplains Corps.

- 1-48. The purpose of the Occupational Standards is to advice enlisted personnel as to the occupational requirements needed to meet Navy requirements within a given career field. The requirements listed contain which of the following tasks?
 - 1. All occupational tasks

 - Administrative tasks only
 Minimum occupational tasks only
 - 4. Maximum occupational tasks
- 1-49. Rate training manuals are based on information taken from which of the following official material?
 - Publications only
 - 2. Directives only
 - 3. Documents only
 - 4. Publication, directives, and documents
- 1-50. One of the moat important purposes of the rate training manual is to accomplish which of the following goals?
 - 1. Act as an official source document for establishing Navy policy
 - 2. Establish occupational standards
 - 3. Assist candidates in their preparation for advancement
 - 4. Each of the above
- 1-51. The Bibliography for Advancement Examination Study is issued (a) how often, and (b) by what official/ activity?
 - 1. (a) Quarterly: (b) CNET
 - 2. (a) Semiannually; (b) Secretary of the Navy
 - (a) Annually: (b) CNET
 - 4. (a) Every 2 years; (b) Secretary of the Navy

Learning Objective: Determine the role of parochial ministry and institutional ministry in the Command Religious Program.

- Because traditional models of parochial ministry are not always possible or appropriate, ministry in the Navy is referred to as
 - 1. general ministry
 - 2. institutional ministry
 - 3. military ministry
 - 4. ethereal ministry
- 1-53. The establishment of a church in the public sector is most often in response to a "spiritual calling" upon a group of believers.
 - 1. True
 - 2. False
- 1-54. A chaplain's relationship to the navy is based upon
 - 1. a calling
 - 2. an endorsement
 - 3. a law
 - 4. a contract
- 1-55. Which of the following premises is true regarding faith group accountability?
 - 1. Neither parochial nor institutional ministries are accountable to their faith group or denomination for ministry because both are autonomous.
 - 2. Both parochial and institutional ministries are accountable to their particular faith group or denomination for ministy.
 - 3. After chaplains receive an ecclesiastical endorsement from their faith group they no longer maintain ties with their faith group.
 - 4. In the public sector, the church, denomination, or faith group does not endorse the minister, rabbi, or priest.

- 1-56. Ministry in the Navy is designed to meet the needs of which of the following individuals?
 - 1. Active military members only
 - Military member's families only
 - Military and civilians attached to all military commands
 - Assigned military and their families
- 1-57. Which, if any, of the following titles would be assigned to members of a navy chapel?

 - Elder
 Bishop
 - 3. Pastor
 - 4. None of the above
- 1-58. Professionally, RPs should remain pluralistic in their outlook regarding ministry in the navy.

 - 2. False
- In regard to Command Religious Programs 1-59. ashore, what is the primary factor which must be taken into account when you are preparing to conduct worship services?
 - 1. The watch bill

 - The work schedule
 Current commend operations
 - 4. Personnel support
- 1-60. The PMO report must be forwarded via the chain of commend to what official for quidance?
 - 1. Commending officer
 - 2. Cognizant claimant staff chaplain
 - 3. Military ordinate
 - 4. Administrative assistant, office of the chief of chaplains
- 1-61. When a military member's faith group is not represented aboard the commend by a chaplain, which of the following actions by the commending officer would be appropriate?
 - 1. Authorization of lay reader programs
 - 2. Invitation to a civilian member of the clergy to perform ministry
 - 3. Publicity of worship schedules of civilian churches in the area
 - 4. Each of the above

- 1-62. The amount of money budgeted for special and seasonal religious services should be based on
 - 1. the needs of the command
 - 2. the average amount spent the previous vear
 - 3. a given percentage of the budget
 - 4. the amount determined by the chaplain
- The religious literature program can be helpful and effective only under which of the following circumstances?
 - 1. A wide variety of literature is displayed
 - 2. The program is given wide publicity by the chaplain
 - 3. The program meets the needs of all the people it serves
 - 4. The literature covers all religions or beliefs

- 1-64. All EXCEPT which of the following rules should be applied in monitoring the religious literature program?
 - 1. Remove literature that is not used frequently
 - 2. Ensure that displays are well organized and appealing to the eyes
 - 3. Offer a variety of material in strategic places such as bulletin boards, work spaces, and lounges
 - 4. Provide a system whereby personnel may comment on literature read if desired
- 1-65. In the performance of their duties, chaplains may visit command personnel and their families under which of the following circumstances?

 - In times of bereavement
 When a domestic crisis occurs
 On occasions when religious guidance is requested
 - 4. Each of the above